

Parts – Shipping – Admin Support & Data Entry

This job includes shared phone answering, shipping and receiving and fulfillment of parts ordered for jobs. The job also includes some general tasks in our administrative and service departments such as data entry into Excel spreadsheets, QuickBooks and other clerical tasks as assigned. This fast-paced position is perfect for someone who has flexible skills, is accurate and detail oriented.

Please browse the web site to get a little insight on the types of parts, equipment and components you would be dealing with on a daily basis. We build these units from scratch and service numerous systems out in the field.

Responsibilities will include, but are not limited to the following tasks:

Shipping / Receiving and freight estimating
Heavy Excel spreadsheets
Working with parts and jobs in Excel, QuickBooks and Google Suite
Service paperwork prep and proofreading
Lots of data entry in Excel, QuickBooks and Word
Process on line orders and prep/ship private labeled products
Create digital and hard copies of Operation and Maintenance manuals
Miscellaneous office duties as assigned
This is a great opportunity for the right individual

Candidates should have the experience shown below:

UPS, FedEx, USPS, BOL and other shipping experience
Some experience with QuickBooks, Excel and Word programs
Google Drive, Google Sheets, Google Calendar
Great vendor research, negotiating and communication skills
Minimum of 40 WPM keyboarding
Accuracy and good spelling skills are a must
Detail oriented with excellent organizational skills
The ability to be flexible and work in a fast-paced environment
Capable of following directions well and remembering details
Team oriented and works well with others

Our East County company has been providing and servicing life support systems for the health care industry nationwide since 1977. We are a small, stable organization and we are growing. Get on board and help us move up to the next level.

Full time, permanent position: Monday – Friday, 7:30 am – 4:00 pm

BENEFITS:

We offer sick, holiday and vacation pay.
We provide vested medical insurance.
401K with company contributions.
This job may offer company paid classes, depending upon the job requirements.

The following prior experience could be helpful:

Purchasing, UPS, FedEx, freight, shipping, receiving, parts management, logistics, spreadsheets, QuickBooks, Peachtree, MAS90, Google drive, Google calendar, Google Docs, Google Sheets, Microsoft Office Suite, administrative, answering phones, mechanical, mechanically inclined.